



DEPARTMENT OF GAME AND INLAND FISHERIES
BOAT REGISTRATION AND TITLING SECTION
4010 W. BROAD ST., PO BOX 11528
RICHMOND, VA 23230
(804) 367-6135

INSTRUCTIONS FOR TRANSFERRING OWNERSHIP WHEN REGISTERED OWNER(S) IS(ARE) DECEASED

A bill of sale or change in status form and the Certificate of Title must be returned with the Assignment of Title completed by the Executor or Administrator of the estate. The word "Executor" or "Administrator" must be printed beside his/her signature to indicate that he/she is signing in that capacity **OR** a copy of the letter of qualification must accompany the application.

THIS FORM CAN NOT BE USED IF THERE IS AN ADMINISTRATOR OR EXECUTOR OF THE ESTATE

If there is no executor or administrator, the affidavit on the reverse must be used.

1. In addition to the affidavit, the bill of sale or change in status form and the Certificate of Title must be submitted with the Assignment of Title completed and signed by surviving spouse and/or heirs.
2. A copy of the death certificate is required.
3. If the deceased left a will, but no one is expected to be appointed as administrator or executor of the estate, the only persons required to complete the form are those named in the will (legatees) who will receive the vessel. **A copy of the will must accompany the application**

OR

If the decedent died intestate (without a will), only the surviving spouse and any children of the deceased from a previous marriage are required to complete the form. .

29.1-717.3. Transfer of title when no qualification on estate. - If the holder of a certificate of title is dead and there has been no qualification on his estate, a transfer may be made by a legatee or distributee if there is presented to the Department a statement made by the legatee or distributee to the effect that there has not been and there is not expected to be a qualification on the estate and that the decedent's debt's have been paid or that the proceeds from the sale of the watercraft will be applied against his debts. The statement shall contain the name, residence at the time of death, and date of death of the decedent, and the names of any other persons having an interest in the watercraft for which the title is sought to be transferred. If these persons are of legal age, they shall signify in writing their consent to the transfer of the title.



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**AFFIDAVIT OF AUTHORITY TO TRANSFER WATERCRAFT REGISTRATION/TITLE
WHEN THE OWNER IS DECEASED**

As evidence of my/our authority to transfer the registration/title of VA

(Make of Vessel)

(Length)

(Hull Identification Number)

now registered/titled in the name of (Decedent's Name): _____

(Residence) _____

Street

City or Town

State

Zip

Who became deceased on _____, _____, _____. The following statements are made:
Month Day Year

1. There is no administrator or executor of the estate of the deceased, and no executor or administrator is expected to be named.
2. The vessel described herein is property belonging to the estate of the deceased.
3. All of the decedent's debts have either been paid in full or the proceeds from the sale of this vessel will be used to apply against his debts

The decedent left surviving as adult legal heirs the following all of whom are 18 years of age or older:

PRINTED NAME OF SURVIVING SPOUSE

PRINTED NAME OF THE DISTRIBUTE (HEIR) / LEGATEE

PRINTED NAME OF THE DISTRIBUTE (HEIR) / LEGATEE

PRINTED NAME OF THE DISTRIBUTE (HEIR) / LEGATEE

PRINTED NAME OF THE DISTRIBUTE (HEIR) / LEGATEE

PRINTED NAME OF THE DISTRIBUTE (HEIR) / LEGATEE

If the assignment of title to said vessel is honored, I/we hereby hold harmless the Director of the Department of Game and Inland Fisheries of the Commonwealth of Virginia or his successor in office, individually and officially for any loss or damage which may be asserted against him or which he may sustain by reason of or incidental thereto.

Given under my (our) hand(s) the _____ day of _____, 20_____.

SIGNATURE OF SURVIVING SPOUSE

SIGNATURE OF THE DISTRIBUTE (HEIR) / LEGATEE

SIGNATURE OF THE DISTRIBUTE (HEIR) / LEGATEE

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SIGNATURE OF THE DISTRIBUTE (HEIR) / LEGATEE

SIGNATURE OF THE DISTRIBUTE (HEIR) / LEGATEE

STATE OF VIRGINIA

City/County of _____:

On this _____ day of _____, 20____ before me personally appeared the affiant(s) signing above,
acknowledged and made oath that the matters set forth in the foregoing affidavit are true.

X
Notary Public

My Commission Expires

Seal